

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, D.C. 20350-1000

SECNAVINST 1000.7D  
OP-130D  
13 May 1985

**SECNAV INSTRUCTION 1000.7D**

**From:** Secretary of the Navy  
**To:** All Ships and Stations

**Subj:** INTERSERVICE TRANSFER OF COMMISSIONED OFFICERS

**Ref:** (a) DODDIR 1300.4 of 2 Apr 84 (NOTAL)  
(b) Title 10, Section 716 U.S. Code  
(c) DODDIR 1205.5 of 16 May 80 (NOTAL)  
(d) SECNAVINST 1920.6A  
(e) DODDIR 1312.3 of 15 Oct 81 (NOTAL)  
(f) DODDIR 1312.2 of 28 Jul 81 (NOTAL)  
(g) DODDIR 1320.7 of 27 Jul 81 (NOTAL)  
(h) SECNAVINST 1427.2A

**Encl:** (1) Definitions  
(2) Procedural Guide for Active Duty Transfers  
(3) Procedural Guide for Transfers between Reserve Components

**1. Purpose.** To establish policies and procedures governing the transfer of commissioned officers on the active-duty list between the uniformed services under references (a) and (b) and transfer of commissioned officers not on the active-duty list under reference (c). This instruction is a complete revision of SECNAVINST 1000.7C.

**2. Cancellation.** SECNAVINST 1000.7C.

**3. Applicability**

**a.** This instruction applies to all Regular and Reserve commissioned officers of the Navy and Marine Corps.

**b.** This instruction does not provide for the transfer of Regular officers to a Reserve component or Reserve officers to a Regular component. (The Commissioned Corps of National Oceanic and Atmospheric Administration (NOAA) does not have a Reserve component.)

**4. Policy.** Commissioned officers qualified to contribute to an activity of another uniformed service will be given an opportunity to apply for interservice transfer without interruption in their service career.

**a.** Interservice transfers are intended for use primarily in technical fields to permit full use of specialists, but will not be restricted to technical specialists. Interservice transfers may be used to help fulfill authorized strength

requirements in competitive categories, designators, occupational fields, military occupational specialties and other authorized officer specialties. They may not be made from shortage specialties.

**b.** Transfers may be made only within authorized strength limitations (reference (b)).

**c.** Officers on extended active duty may qualify only for active duty interservice transfers. Commissioned officers not on extended active duty may qualify only for interservice transfers between inactive Reserve components.

**d.** Reserve component transfers must be to a Reserve category of equal or greater mobilization potential, e.g., from the Selected Reserve of another. Transfers from the Selected Reserve of one service to the Individual Ready Reserve or Standby Reserve of another service are not permitted unless waived by the Secretary of the parent service as being in the best interest of national defense.

**e.** Officers may not be transferred without their written consent.

**5. Definitions.** The definitions in enclosure (1), unless otherwise qualified, apply throughout this instruction.

**6. Eligibility of Navy and Marine Corps Officers.** All officers are eligible for transfer to another uniformed service except officers who:

**a.** Have not completed all obligated service incurred;

(1) during initial appointment;

(2) for funded education programs including Naval Academy, NROTC, Armed Forces Health Professions Scholarships, Uniformed Services University of the Health Sciences and equivalent funded education programs;

(3) for advanced education or technical training requiring additional obligated service, including postgraduate education, service school or college, law school, medical residency, flight training, naval flight officer training and equivalent programs;

(4) for transfer to the Regular Navy; lateral transfer between competitive categories or designators; entering a program;

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(5) for an incentive pay, continuation pay, or bonus.

b. Are serving in a competitive category, designator, occupational field, military occupational specialty (MOS) or other authorized officer classification in which CNP or CMC determines that shortages against authorized strength necessitate retention;

c. Are serving in the Navy in professional categories, other than the JAG Corps, and seek transfer to the Marine Corps or Coast Guard, since those services do not have equivalent categories.

d. Have been officially notified of orders or have executed orders and have not served the period of time at the new duty station, prescribed by the CNP or CMC; or

e. Are Reserve officers on active duty who have been issued Release from Active Duty orders, unless the inter-service transfer request is received at least 6 months before the scheduled release date.

f. Are Reserve officers on active duty who have attrited from training programs and who have no prior service in the gaining service.

g. Have failed of selection for promotion to the next higher grade before submitting a request for transfer to another uniformed service.

h. Have been notified of mandatory retirement for any reason.

i. Have applied for transfer to the gaining service within the last year.

**7. Eligibility for transfer to the Navy or Marine Corps.** All officers of other services are eligible for transfer to the Navy or Marine Corps except those who:

a. Have been deferred from promotion or have failed of selection for promotion one or more times in present grade.

b. Are in year groups that, in the candidate Navy or Marine Corps competitive category, designator or MOS, are filled.

c. Have applied for transfer to the gaining service within the last year.

d. Have been notified of mandatory retirement for any reason.

e. Are inactive duty Reservists with a remaining MSO, unless:

(1) The officer has or is willing and able to acquire special experience or professional, educational, or technical skills of greater value to the gaining component than to the losing component.

(2) The officer has skills that exceed the requirements of the parent component and are needed in the gaining component in an approved competitive category, designator or MOS which is below authorized strength.

(3) For Selected Reservists the losing component has no organized paid-drill unit to which the member could be usefully assigned within commuting distance of the member's present or future home or place of business, and there is a Naval Reserve of Marine Corps Reserve activity within commuting distance with a desired billet available.

**8. Exceptions for Ineligible Officers.** The CNP and CMC will disapprove applications of officers not eligible under paragraphs 6 and 7 above. They may recommend exceptions on a case-by-case basis with supporting justification when they find such action in the best interest of their service.

**9. General Procedural Requirements**

a. Regular officers transferred to the Navy or Marine Corps must agree to serve at least 4 years on active duty after transfer. Active duty Reserve officers must agree to serve at least 3 years active duty. If the transfer is for flight training the active service obligation must be for 5 years. Officers transferred for active duty must also agree to retain their commissions for at least 8 years after transfer unless sooner waived.

b. Transfers will be accomplished by discharge or termination of presently held commissions and appointments in the gaining service without interruption of total service.

c. Officers on active duty transferred under this instruction will be credited by the gaining service with unused leave accumulated at the time of transfer.

d. The Chief of Naval Personnel (CNP) or the Commandant of the Marine Corps (CMC), may deny applications submitted after the deadlines established in this instruction.

**10. Procedures for Interservice Transfer Requests.** Requests may be initiated by the individual officer or by the gaining

service. Detailed procedural guides for active duty transfers are in enclosure (2) and for inactive duty transfers are in enclosure (3).

#### 11. Authorized Grades

##### a. Officers on extended active duty

(1) Officers transferred to competitive categories other than professional categories shall continue to hold the same grade and date of rank as that held in the parent service on the day before transfer. They shall be assigned precedence and placed on the active-duty list under reference (h).

(2) Officers transferred from a professional category in the losing service to the same or comparable professional category of the Navy or Marine Corps shall have their grade determined under the applicable SECNAV Instruction 1120.12, 1120.13, 1120.6, 1120.8, 1120.4 or 1120.5.

(3) As an exception to subparagraph (2) above, officers who transfer from a professional category in the losing service to a different professional category of the Navy or Marine Corps will not be credited with any constructive service credit granted under 10 USC 533, 10 USC 5600 or 10 USC 8353. Such officers will be re-appointed in the grade and given a date of rank appropriate for the amount of credit determined under the applicable SECNAV Instruction, 1120.12, 1120.13, 1120.6, 1120.8, 1120.4 or 1120.5 for the gaining professional category.

(4) Officers on a promotion list in the losing service will be integrated into promotion lists of the gaining service following the precedence guidelines in reference (h).

b. **Reserve officers not on active duty.** Officers not on extended active duty will normally be transferred in the grade held in their parent Service on the day before transfer. An officer may be transferred in a lower permanent grade to appropriately reflect training and experience; using as guidelines the career development guidelines for the designator or MOS established by the CNO or CMC. The CNP or CMC shall provide supporting justification for the proposed grade in their recommendation to the

Secretary of the Navy. An officer offered an appointment in a lower grade or with less seniority may decline the appointment and withdraw the request.

#### 12. Action

a. The Chief of Naval Personnel, under the Chief of Naval Operations, and the Commandant of the Marine Corps:

(1) are responsible for administering interservice transfers in their respective service in compliance with instruction.

(2) may propose changes to policies governed by references (a) and (c) for submission by the Secretary of the Navy to the Secretary of Defense via the Assistant Secretary of Defense (Manpower and Reserve Affairs).

b. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) shall act on applications for interservice transfers requiring action by the Secretary under this instruction.

13. **Forms.** Required forms with stock numbers are: Report of Medical Examination (DD 88), S/N 0105-LF-200-7140; Report of Medical History (DD 93), S/N 0102-LF-00-0931; Certificate of Release or Discharge from Active Duty (DD 214), S/N 0102-LF-000-2140; Interviewer's Appraisal Sheet (NAVCRUITCOM 1100/13), S/N 0114-LF-001-0065; Personal Security Questionnaire (BI/SBI) (DD Form 398), S/N 0102-LF-000-3982; National Agency Check List (DD 398-2), S/N 0102-LF-00-4020; and Summary Sheet (NAVCRUITCOM 1131/9), S/N 0114-LF-011-3145.

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(Manpower and Reserve Affairs)

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DEFINITIONS

1. Component. A Regular or Reserve component of the Uniformed Services. The USNR-R and USMCR are Reserve components of the Navy and Marine Corps, respectively.
2. Extended Active Duty. A period of active duty resulting in the placement of the officer in an active-duty list maintained under 10 USC 620, or equivalent service in the Public Health Service (PHS) or NOAA.
3. Gaining Service. The uniformed service requesting the transfer of a member or the uniformed service to which a member has requested a transfer.
4. Interservice Transfer. The transfer of commissioned officers serving on active duty, between uniformed services, and the transfer of commissioned officers not on active duty, between the Reserve components of the uniformed services.
5. Obligor. A member of the uniformed services with a Military Service Obligation (MSO) remaining in the parent service.
6. Parent Service. The uniformed service in which the member is presently appointed.
7. Services or Uniformed Services. A term used to denote collectively the uniformed services: the Army, Navy, Air Force, Marine Corps, Coast Guard, PHS, and NOAA.
8. Professional Category. The Medical Corps, Dental Corps, Nurse Corps, Chaplain Corps, Medical Service Corps and Judge Advocate General's Corps.

PROCEDURAL GUIDE FOR ACTIVE DUTY TRANSFERS

1. Transfer from the Navy and Marine Corps

a. Navy and Marine Corps Officers on extended active duty desiring transfer to another service must submit applications in letter form at least six but not more than nine months before the desired detachment date. Requests should be submitted to the Secretary of the Navy via the chain of command and Commander, Naval Military Personnel Command (NMPC-213C) or Commandant of the Marine Corps, Washington, DC 20380 (MMSR). Requests from Navy restricted line or staff corps officers must be forwarded via appropriate community sponsor. The applicant's commanding officer will indicate in the forwarding endorsement whether the transfer would, in his or her opinion, be in the best interest of the national defense.

b. Requests may be initiated by the gaining service. These requests should be submitted through the Secretary of the gaining Department and Commander, Navy Military Personnel Command (NMPC 213C) or Commandant of the Marine Corps (MMSR) to the Secretary of the Navy. The request must be accompanied by a consent to the transfer from the officer concerned. The request should include sufficient justification to show that the transfer is in the best interests of the national defense and the officer.

c. Requests should include the following information:

- (1) Applicant's last, first and middle name
- (2) Social security number and designator or MOS
- (3) Grade, date of rank and military specialty
- (4) Branch of service and component
- (5) Command to which presently assigned
- (6) Total active federal commissioned service
- (7) Summary of any previous interservice transfers
- (8) Date and place of birth
- (9) Citizenship and how acquired
- (10) Summary of military duties performed

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(11) A complete statement of professional or technical qualifications and educational background

(12) Reason for requesting transfer

(13) Home address

(14) Telephone number (daytime)

(15) Contingent resignation, including the following statement, "I hereby tender my resignation from the (U. S. Navy, U. S. Naval Reserve, U. S. Marine Corps, U. S. Marine Corps Reserve) and request that it be accepted contingent upon final approval of my application for transfer to the (specify service) and effective as of the day preceding my acceptance of appointment in the (specify service)."

d. The following information must be attached to the application as enclosures:

(1) Current Report of Medical Examination (Standard Form 88) original and one copy. If requesting transfer for aviation programs include a up-to-date flight physical examination, including the following information on Standard Form 88: Block 60 - refraction, Block 62 - prism diversion, buttock - leg length and sitting height.

(2) A copy of chest x-ray and EKG.

(3) Current Report of Medical History (Standard Form 93) original and one copy.

2. Transfer to the Navy or Marine Corps. Application may be made by officers on active-duty lists of another uniformed service for transfer to the Navy or Marine Corps or by a Naval or Marine Corps activity on behalf of an officer on the active-duty list of another uniformed service. Applications must arrive no later than nine months before the requested transfer date.

a. Requests are subject to the appropriate directives of the respective service. These are:

(1) Air Force Regulation 35-39

(2) Army Regulation 614-120

(3) Article 12A3, U.S. Coast Guard Personnel Manual CG

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(4) Section 43, Chapter 56 NOAA Directive Manual

(5) Reference (a) for PHS

b. Applications must contain the information and comply with the format prescribed by the parent uniformed service. Additionally, the following information and documents must be included:

(1) Conditional release from parent service;

(2) Statement that the officer has neither been deferred from promotion nor failed selection for promotion in present grade;

(3) Source of original commission;

(4) Original and duplicate copy of Report of Medical Examination (Standard Form 88);

(5) Current Report of Medical History (Standard Form 93) original and one copy;

(6) Resume of flying experience, when applicable, including date member entered training for original aeronautical rating, rating held and date it was awarded, total flying time, and total jet time;

(7) A verified statement of service;

(8) One of the statements of understanding shown in paragraphs 5 or 6.

(9) Microfiche copy of the officer's master personnel record; and

(10) Applications for transfer to the Marine Corps must include a recent photograph, full-length, uncovered front view, left shoulder forward. In addition, the applicant must be interviewed by two Marine Corps officers. The officers holding the interview will forward recommendations concerning the applicant's interservice transfer to the CMC (MRRO-6).

3. Processing Applications from Individual Officers. The parent service should send applications to the Secretary of the Navy, Washington, DC 20350, who will forward them to NMPC (211C) or CMC (MRRO-6) for review and evaluation under this instruction.

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a. If the CNP or CMC recommends disapproval, they will send it to the Secretary of the Navy with a proposed memorandum returning the application to the parent service for forwarding to the officer.

b. If the CNP or CMC recommends approval, they will send it to the Secretary for his approval. If the Secretary disapproves he will return it to CNP or CMC for return to the parent service.

c. If the transfer is acceptable to both the parent and gaining Services, NMPC or CMC will prepare active duty orders, obtain appointment documents from Navy Recruiting Command or CMC (MRRO-5), and coordinate the transfer with the parent Service.

4. Processing Applications from Navy Activities. Requests from Navy activities for a specific officer will be sent to Commander, Naval Military Personnel Command (CNMPC), Washington, DC 20370 (Attn: NMPC-211). Requests from Marine Corps activities are sent to Commandant of the Marine Corps (Code MRRO-6), Washington, DC 20380. Requests must be fully justified, showing that the transfer is in the best interest of the Navy or Marine Corps, and include a statement, signed by the officer concerned, consenting to the transfer.

(1) If the CNP or CMC recommends disapproval, they will send it to the Secretary of the Navy with a proposed memorandum returning the request, disapproved, to the CNP or CMC.

(2) If the CNP or CMC recommends approval, the request will be sent to the Secretary of the Navy with a proposed memorandum for the parent service for action. If disapproved, the Secretary will return it to the CNP or CMC for action.

5. Statement of Understanding

"I understand that if my request is approved, I will be required to serve at least four years of active service in the regular component and retain my commission for a minimum of eight years at the option of the service. I understand my active duty obligation and permanent grade and date of rank will be that assigned to me by the Commander, Naval Military Personnel Command or Commandant of the Marine Corps upon appointment. I understand that if this transfer is for flight training, I will incur five years minimum required service upon successful completion of training. I further understand that as an officer in the Regular Navy or Marine Corps, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) to meet the needs of the service. If I am required to undergo such training or PCS, I understand this

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additional active service may be served concurrently with the initial period of minimum required service."

(signature of officer)  
(typed name, grade)

6. Statement of Understanding, Reserve Officers

"I understand that if my request for transfer is approved, I will be ordered into active military service with the U. S. Navy or U. S. Marine Corps in a Reserve status and will be required to serve at least three years of active duty and retain my commission for a minimum of eight years before separation at the option of the service. I understand that my active duty obligation and permanent grade and date of rank will be that assigned to me by the Commander, Naval Military Personnel Command or Commandant of the Marine Corps upon appointment. I understand that if this transfer is for flight training, I will incur five years minimum required active service upon successful completion of training. I further understand that as a Reserve officer on extended active duty, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) to meet the Navy needs. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

(signature of officer)  
(typed name, grade)

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PROCEDURAL GUIDE FOR TRANSFERS BETWEEN RESERVE COMPONENTS

1. Transfer to the Naval and Marine Corps Reserve. Application may be made by an officer on inactive duty in a Reserve or Guard Component of another service for transfer to the Naval Reserve or Marine Corps Reserve or by a Naval activity or Marine Corps activity on behalf of an officer of another service.

a. Since transfers to the Selected Reserve depends upon availability of a suitable billet, the candidate should consult with a Naval Reserve or Marine Corps Reserve activity within commuting distance to determine whether the desired billet is available. If a billet is available, the officer should initiate the application with the nearest Navy Recruiting District (Officer Program Section) or the nearest Selected Marine Corps Reserve Unit.

b. Requests are subject to the appropriate directives of the respective service. At a minimum, the following information must be included:

- (1) Applicant's last, first, and middle name.
- (2) Social security number (SSN), service number (if applicable) and designator or MOS;
- (3) Grade, date of rank and military specialty;
- (4) Branch of service and component;
- (5) Organization to which presently assigned;
- (6) Total federal commissioned service, active and Reserve;
- (7) Summary of any previous interservice transfers;
- (8) Date and place of birth;
- (9) Citizenship and how acquired;
- (10) Summary of military duties performed;
- (11) Brief statement of educational credentials and military and civilian professional or technical qualifications;
- (12) Reason for requesting transfer;

(13) Contingent resignation, including the following statement: "I hereby tender my resignation from the (specify component) and request that it be accepted upon final approval of my application for transfer to the (specify component), and be effective as of the day before the date of my acceptance of the appointment in the (specify component)";

(14) Current aeronautical rating (when applying for aviation duty);

(15) For transfer to the Naval Reserve, a Summary Sheet (NAVCUIT 1131/9);

(16) National Agency Check List (DD Form 398-2);

(17) Fingerprint cards;

(18) Personal Security Questionnaire (BI/SBI) (DD Form 398);

(19) For transfer to the Naval Reserve, Interviewer's Appraisal Sheet (NAVCUIT 1100/13) two copies;

(20) Certificate of Release or Discharge from Active Duty (DD Form 214);

(21) Report of Medical History (Standard Form 93) original and one copy;

(22) Current Report of Medical Examination (Standard Form 88) original and one copy. If requesting transfer for aviation programs include a up-to-date flight physical examination. In aviation physicals, the following information must be included on Standard Form 88: Block 60-refraction, Block 62-prism diversion, and buttock-leg length and sitting height.

(23) A copy of chest x-ray and EKG;

(24) An endorsement from the Reserve command with an available billet, and;

(25) Conditional release from parent service if applicant has a remaining military service obligation.

e. The following information should be attached as enclosures to application for transfer to the Marine Corps Reserve component:

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(1) Current Report of Medical History (Standard Form 93) original and one copy. In aviation physicals the applicant must enter and sign the following statement in Block 8 on Standard Form 93 : "I certify that I do not use, nor have I ever used, contact lens for any purpose, and that I am not aware that my uncorrected vision has ever been less than 20/20"; and

(2) Recent photo, standard full-length uncovered, front view, left shoulder forward.

f. Officers requesting transfer to the Selected Marine Corps Reserve must submit their requests via the Selected Marine Corps unit with which they desire to affiliate.

#### Processing Applications

a. Applications from Individual Officers. The parent service should send applications to Commander, Naval Military Personnel Command (CNMPC), Washington, D.C. 20370 (Attn: NMPC 211), or to Commandant of the Marine Corps (MRRO-6), Washington, D.C. 20380, as applicable. Requests for transfers to the Selected Reserve should be sent via the Reserve Command with an available billet, for endorsement.

b. Applications from Naval Activities. Requests from Navy activities for a specific officer must be in the above form and addressed to Commander, Naval Military Personnel Command (CNMPC), Washington, D.C. 20370 (Attn: NMPC 211). Requests from Marine Corps activities must be sent by letter to Commandant of the Marine Corps (MRRO-6), Washington, D.C. 20380. Requests must be justified, showing that the transfer is in the best interest of the Naval or Marine Corps Reserve and must include a statement, signed by the officer concerned, consenting to the transfer.

c. Service Action on Applications. The CNP or CMC will review and evaluate the application under this instruction.

(1) If the CNP or CMC disapproves they will notify the applicant and parent service by letter and file the application without further action.

(2) If the CNP or CMC approves, the officer will be transferred. NMPC or CMC will obtain appropriate documents from Navy Recruiting Command or CMC (MRRO-5) and coordinate the transfer with the parent service.

(3) If the CNP or CMC desires a waiver of provisions of this instruction the application will be sent to the Secretary of the Navy with supporting justification, and proceed as (1) or (2) above based on the Secretary's decision.